



# Applying for a CPF Submission Number (CSN) via CPF website



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- 1) Go to [cpf.gov.sg/employer](http://cpf.gov.sg/employer)
- 2) Select **“Making CPF contributions”**
- 3) Click **“Applying for a CPF Submission Number”**

## For UEN registered entity

You need to set up the [“CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS”](#) e-service in the Corppass portal and assign to your authorised users before they can access the ‘Apply for CPF Submission Number’ online application form.

## For foreign employers not issued with UEN

You must apply for a [Corppass](#) ID in order to apply for a CSN.

The screenshot shows the CPF website interface. At the top, there is a navigation bar with the Central Provident Fund Board logo and the text 'A Singapore Government Agency Website'. The main navigation menu includes 'Who we are', 'Tools and services', 'Infohub', 'Employer', 'Login', and a search icon. Below this, there are five main categories: 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', and 'Corporate service buyers'. The 'Making CPF contributions' category is highlighted with a red box. Underneath, there are several sub-links: 'Applying for a CPF Submission Number' (highlighted with a red box), 'Updating employer's particulars', and 'Submitting CPF contributions via CPF EZPay'. Other links include 'CPF EZPay Mobile' and 'Payment modes'. At the bottom of the page, there is a section titled 'AT A GLANCE' with the heading 'Employer matters' and the text 'Manage your employees' CPF contribution matters and learn more about your obligations as an employer.'



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4) Click **Application**

The screenshot shows the CPF website's navigation menu with options: Who we are, Tools and services, Infohub, Employer, Login, and a search icon. Below the menu are links for Employer obligations, Making CPF contributions, Making Voluntary Contributions, Compliance and rectifications, and Corporate service buyers. The breadcrumb trail reads: Home > Making CPF contributions > Applying for a CPF Submission Number. The main heading is 'Applying for a CPF Submission Number' under the 'CPF CONTRIBUTIONS' section. A sub-heading reads: 'All employers need a CPF Submission Number (CSN) to submit their CPF contributions. Learn what a CSN is and how to apply for it.' A navigation bar at the bottom of the main content area has three tabs: 'Definition', 'Application' (highlighted with a red box), and 'FAQs'. Below this, the 'DEFINITION' section is visible with the heading 'What's a CSN?'.



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5) Select the section applicable to you, depending on whether you are a UEN-registered entity or individual trading under your own name, and click on **Apply CSN now >**

UEN-registered entity

**Quick Guide to start your CPF Contribution Journey as an Employer**  
Find out the steps from applying for a CSN to setting up your CPF EZPay.

[Apply for CSN and set up CPF EZPay quick guide \(PDF, 1.4MB\) >](#)

**Applying for UEN and CSN together via ACRA Bizfile+ Portal**  
If you don't have a UEN and are applying for one from Accounting and Corporate Regulatory Authority (ACRA), you can use the BizFile+ Portal to do so, and apply for a CSN at the same time.

[Apply UEN >](#)

**Applying for CSN if you already have a UEN**  
If you already have an existing UEN and your authorised users are granted access to 'CPF Services for Employers and Business Partners' e-Service in Corppass portal, they can proceed to apply for a CSN.

[Apply CSN now >](#)

[Step-by-step guide \(PDF, 1.5MB\) >](#)

**Guide to set up and assign CPF e-Services in Corppass portal**  
You will need to set up the "CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS" e-Service in the Corppass portal and assign your authorised users before they can access CPF e-Services.

[Step-by-step guide \(PDF, 1.1MB\) >](#)

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Individual trading under your own name

**Applying for a CSN**  
You're considered to be trading under your own name if you're an individual hiring Singapore Citizen or Singapore Permanent Resident employees in your personal capacity and do not require a UEN.

For example, a hawker hiring a hawker assistant, or a person who hires a personal driver, gardener, or domestic worker.

Application for a CSN will be done on our CPF website using your Singpass.

[Apply CSN now >](#)



# Applying for a CPF Submission Number (CSN) via CPF website

6) Select and log in, depending on whether you are a UEN-registered entity or individual trading under your own name.

## Other employer services login



**Log in as UEN-registered  
entity** >



**Log in as individual trading >  
under own name**



# Applying for a CPF Submission Number (CSN) via CPF website

7) Read the information and **Terms of Use**. Check the box **“I have read and accepted the Terms of Use.”**

Click **Start**

ACCOUNT SERVICES

## Apply for CPF Submission Number

**A CPF Submission Number is required for employers to transact with the CPF Board.**

Before you can make CPF contributions or transact with us, you need to apply for a CPF Submission Number (CSN).

If you are starting to make mandatory contributions for your employees, apply for a CSN early to ensure that you can submit the contributions in time. The due date for submitting mandatory CPF contributions is the last day of the calendar month. Enforcement action will be taken against employers who fail to pay by the 14<sup>th</sup> of the following month.

**Important notes**

- Only individuals trading under their own name should log in with Singpass. Organisations (e.g. private limited companies, sole proprietorships) with a registered Unique Entity Number should log in with Corppass instead.

I have read and accepted the [Terms of Use](#).

Start >



# Applying for a CPF Submission Number (CSN) via CPF website

8) Select your Unique Entity Number from the authorised list of UENs.

Click **Next**

Employer > Tools and services > Apply for CPF Submission Number

Apply for CPF Submission Number

1 New account details   2 Principal place of business   3 Contact details   4 Review

### Enter employer details

Select Unique Entity Number

[Redacted]

[Redacted]

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# Applying for a CPF Submission Number (CSN) via CPF website

## For UEN-registered entities

9) Select the contribution type 'Mandatory contribution' for the CPF Submission Number (CSN) that you are applying.

If you are registering for an additional CSN, please select the purpose.

Click **Next**

Note: You need to first obtain approval from the Ministry of Manpower before applying for additional CSN for Work Permit purposes.

1 New account details 2 Principal place of business 3 Contact details 4 Review

### Enter employer details

Select Unique Entity Number

Employer name Primary SSIC

Secondary SSIC

### Select contribution type

Contribution type for CPF Submission Number

Mandatory contribution

Voluntary contribution

Additional MediSave contribution scheme

Our records indicate you have 1 or more CPF Submission Numbers registered for mandatory contributions.

Purpose for registering an additional CPF Submission Number for mandatory contributions.

Work Permit purposes  
*Ensure that you have prior approval from the Ministry of Manpower before you apply.*

Payroll segregation

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# Applying for a CPF Submission Number (CSN) via CPF website

## For individual trading under own name

10) For individual trading under own name, add your nature of business by clicking '**Add Primary SSIC +**'.

After adding your nature of business, proceed to select the contribution type 'Mandatory contribution'.

Click **Next**

Employer > Tools and services > Forms and e-applications > Apply for CPF Submission Number

Apply for CPF Submission Number

1 New account details 2 Principal place of business 3 Contact details 4 Review

### Enter employer details

NRIC/FIN number Employer name

Select Primary SSIC

Add your nature of business by clicking the button below

Add Primary SSIC +

### Select contribution type

Contribution type for CPF Submission Number

Mandatory contribution

Voluntary contribution

Additional Medisave contribution scheme

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11) Indicate whether your business address\* is a **Singapore** or **Overseas** address. You must update CPF Board if you changed your business address subsequently.

\*This is where your entity conducts its daily operations.

Central Provident Fund Board

Who we are | Tools and services | Infohub | Employer | Login | Search

Employer services | Employer obligations | Making CPF contributions | Making Voluntary Contributions | Compliance and rectifications | Corporate service buyers

Employer > Tools and services > Apply for CPF Submission Number

Apply for CPF Submission Number

1 New account details | 2 Principal place of business | 3 Contact details | 4 Review

### Principal place of business

Persons in charge

Attention to (optional) ⓘ

Care of (optional) ⓘ

Business address

Country

Singapore  Other country

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# Applying for a CPF Submission Number (CSN) via CPF website

12) If you have selected **Singapore Address**, enter the **Postal Code** of your business address and click '**Retrieve address**'.

**Principal place of business**

----- **Persons in charge** -----

Attention to (optional) ⓘ

Care of (optional) ⓘ

----- **Business address** -----

Country

Singapore  Other country

Enter postal code

**Retrieve address**

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13) Block/House Number, Street Name and Building name (if applicable) will be retrieved and populated in the grey box.

- For Walk-Up Apartment, you need to select the correct block number.

Key in both the **Floor** and **Unit Number** (if applicable).

- If the Floor Number was keyed in, the Unit Number must be keyed in and vice versa.

Click **Next**

Business address

Country

Singapore  Other country

Enter postal code

[Edit address](#)

Block or house number

Street name

THOMSON ROAD

Building name

Floor number (optional)  Unit number (optional)

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# Applying for a CPF Submission Number (CSN) via CPF website

14) Key in the contact details of the owner or employer representative and persons in charge of CPF contribution matters.

Click **Next**

**Contact details**

----- **Owner or employer representative** -----

Email

Mobile number

Alternative phone number (optional)

----- **Persons in charge of CPF contribution matters** -----

Enter the contact details of at least 1 person in charge. Examples include finance officer and payroll agent.

Email of person in charge 1

Email of person in charge 2 (optional)

Email of person in charge 3 (optional)

Email of person in charge 4 (optional)

Email of person in charge 5 (optional)

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# Applying for a CPF Submission Number (CSN) via CPF website

## Review your application

15) Verify the details. Check the box 'I have read and agreed to the Declaration above.'

Click **Submit**

**1** New account details    **2** Principal place of business    **3** Contact details    **4** Review

### Review your application

Please review these details before you proceed with the application.

**Account details**

**Employer details**

Unique Entity Number	Employer name	Primary SSIC	Secondary SSIC
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**Contribution type**

Contribution type for CPF Submission Number  
Mandatory contribution

**Principal place of business**

**Persons in charge**

Attention to	Care of
-	-

**Business address**

Address

**Contact details**

**Owner or employer representative**

Email	Mobile number	Alternative phone number
		-

**Persons in charge of CPF contribution matters**

Email of person in charge 1	Email of person in charge 2	Email of person in charge 3	Email of person in charge 4
	-	-	-
Email of person in charge 5			
-			

**Declaration**

1 I declare that the information given in this application is correct and complete to the best of my knowledge.

2 I understand and accept that this application is subject to CPF legislation and policies, and all such terms and conditions that may be imposed by the Board from time to time. The Board reserves the right to reject any application as it deems fit.

I have read and agreed to the Declaration above.

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# Applying for a CPF Submission Number (CSN) via CPF website

## Acknowledgement

16) Once your application has been successfully submitted, the CPF Submission Number will be displayed on the acknowledgment page (see red box).

Note: Please read the messages in the grey box of the acknowledgment page before you proceed to submit your CPF contributions.

The screenshot shows the CPF website interface. The top navigation bar includes the CPF logo, 'Who we are', 'Tools and services', 'Infotab', 'Employer', and a search icon. Below the navigation bar are menu items: 'Employer services', 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', and 'Corporate service buyers'. The main content area has a breadcrumb trail: 'Home > Tools and services > Forms and e-applications > Apply for CPF Submission Number'. The title 'Apply for CPF Submission Number' is displayed in a large font. Below the title, a red box highlights the 'CPF Submission Number' field, which is currently empty. The bottom section of the screenshot shows the 'Acknowledgement' page. It states 'Your application has been received.' and displays 'Transaction Details' in a table format.

Service name	Transaction number	Transaction date	Transaction status
Apply for CPF Submission Number - Mandatory contribution	421100000760861	01 Mar 2024 09:30 AM	Completed

For transaction status: Completed

Next steps:

- You will be notified of your new CPF Submission Number over email.
- If you are a CPF EZPay Mobile user, you can start submitting CPF contributions the next day if you applied for the new CPF Submission Number before 5pm.
- If you are a CPF EZPay user, you can start submitting CPF contributions after 2 days if you applied for the new CPF Submission Number before 5pm. UEN-registered entities need to do a one-time setup before they can use CPF EZPay to submit CPF contributions. For details, see this [guide to setup EZPay access](#) (PDF, 15MB).

For transaction status: In-Progress

- The application will be generally processed within 2 working days.

Go to start